

**RFP for MSHDA's Compliance Monitoring Rental Portfolio
Question Set #1 - Received 09/10/2004**

1. Does property management experience in the state of Michigan count toward experience in file audits and UPCS inspections?

Property Management experience in general would not count toward experience for purposes of this RFP. However, specific experience performing file audits and/or physical inspections on state or federally funded and/or assisted developments as a management agent would be considered.

2. Will MSHDA's request of HUD for using UPCS inspection standards in lieu of HQS inspection standards be denied or approved before January 1, 2005?

MSHDA does not know if or when the waiver request for using UPCS inspection standards in lieu of HQS will be approved or denied by HUD. However, the Michigan HUD office responsible for HOME compliance has forwarded the request to HUD's Central Office in Washington, D.C. with the recommendation to approve the request.

For purposes of the RFP, potential contractors who wish to perform physical inspections on developments with HOME funds must possess training and/or experience in UPCS standards or MSHDA standards to be eligible to perform HQS inspections. If HUD denies MSHDA's waiver request, contractors would be required to become trained in HQS.

3. Can a contractor sign up for UPCS and UPCS-Plus training after contract is awarded?

UPCS Training: For Contractors selected to perform physical inspections for 2005, UPCS training is required prior to January 1, 2005. This training will not be provided by MSHDA. (Note: It is desirable, but not required that potential Contractors have UPCS training prior to responding to the RFP).

UPCS-Plus Training: MSHDA will provide UPCS-Plus training for Contractors selected to perform physical inspections for 2005. This training is tentatively scheduled for December 6, 2004. This is a mandatory training only available for entities selected to perform physical inspections in 2005. UPCS training (or previous training and experience in MSHDA standards) is a pre-requisite to the MSHDA UPCS-Plus training.

4. Can we submit multiple bids for different types of work such as Section 42 File Audits only, Physical Inspections for Home Units only, and a combination of both?

Yes, MSHDA will accept and consider multiple Proposed Fee Schedules from bidders. If multiple Schedules are submitted, the Schedules must include the proposed cost for both 2005 and 2006.

5. Are contracts awarded for a subset of Michigan counties, or will the contracts be awarded only for the entire statewide portfolio? For example, can we bid for file audits and/or inspections for units located only in 23 specific counties?

MSHDA has made no pre-determination of the configuration areas for Contract awards. Subsets of counties or the entire statewide portfolio are

both possible configurations. Section 1.1 of the RFP states that “Proposals may be submitted for performing tenant file audits and/or physical inspection for one type of property (e.g., Section 8 or Section 236), or for a combination of types, and/or for a specific area of the state”. Therefore, it is acceptable for potential contractors to submit a bid for file audits and/or inspections for units for 23 specific counties.

6. When do contractors receive “site lists” authorizing audits and inspections? What information is included in MSHDA’s authorization for unit audits and inspections? How are the authorizations sent to the contractor (email, Word documents, Excel spreadsheet, paper via mail or fax, etc.)?

Contractor(s) will receive the list of authorized developments to be inspected or audited upon execution of the Contract(s) in the form of a Contract Attachment. The Attachment will be made as a hard copy and may also be electronic.

Additional development information reports will be provided after contract execution, including such information as management agent, program information, compliance requirements, etc.

7. In order to bid this properly, can we receive an estimate in advance of the percentage of units that are being inspected annually by category?

Instructions for estimating the number of physical inspections are included on page 1 of the Proposed Fee Schedules. The detail regarding inspection frequencies for each program type is included in Section 6.1 and percentages of units to be inspected is based on programs is available in Section 6.2, item #2 of the RFP. Estimates for developments and units by county for physical inspections and file audits are included as Attachments to the RFP.

8. If last years RFP responses are now “public domain”, how can we obtain a copy of last years winning bids and how they were awarded?

There was no RFP issued last year 2003. The most recent RFP was for File Audits only and was issued in 2001. Requests for information on previous RFP responses can be made under the Freedom of Information Act (FOIA). FOIA requests must be forwarded to Pat Kremenski with an e-mail copy to Clarence Stone. Any such request would be subject to the rules of FOIA.

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9. How can we obtain a copy of the current “MSHDA Physical Inspection Standards” manual?

MSHDA does not currently have a MSHDA Physical Inspection Standards manual. However, MSHDA is currently in the process of developing a manual. This manual is scheduled to be available at the MSHDA UPCS Plus training in December 2004.

10. How can we obtain a copy of the current “MSHDA UPCS-Plus Inspection” manual?

MSHDA does not currently have a MSHDA Physical Inspection Standards manual. However, MSHDA is currently in the process of developing a manual. This manual is scheduled to be available at the MSHDA UPCS Plus training in December 2004.

11. What are the technical requirements and procedures for electronically submitting the inspection reports? Is this a web-based forms managed process, or do we submit PDF documents or scanned images via FTP upload or email?

Inspection reports are currently uploaded to MSHDA’s MHI system (Multifamily Housing Inspection) through a standard contractor e-mail account. A variety of Microsoft Outlook and similar accounts have worked well. AOL e-mail accounts to date have been technically problematic.

12. If digital pictures are to be submitted with the filed inspection reports, what are the technical specifications for digital pictures (640 x 480 resolution, date and time stamps, embedded annotations)?

Digital pictures are not a requirement of the RFP. However, good quality digital photo capability with date stamps would be desirable.

13. How can we obtain the Excel files for the “Tenant File Audits – Estimates”, “Physical Inspections – Estimates”, “Proposed Fee Schedule for 2005 Compliance Year” and “Proposed Fee Schedule for 2006 Compliance Year” which are exhibited in the RFP attachments?

Excel Files for Proposed Fee Schedules for 2005 and 2006 Compliance Years are available on the MSHDA website

www.michigan.gov/mshda

The Tenant File Audit and Physical Inspection Estimates are not available in Excel format at this time.

14. What are your procedures to submit invoices for completed file audits and/or investigations? When are payments for services rendered released (daily, weekly, monthly, semi-monthly, quarterly)?

Invoices are submitted no more frequently than monthly and must include a hard copy of the inspection or audit reports being billed. Payments are processed and released within 30 days of invoice receipt.